



Job Title: Heavy Equipment Operator  
Department: Public Works

FLSA Designation: Non-Exempt  
Pay Classification: 12

## 1. JOB SUMMARY

- 1.1 This position is responsible for the operation of heavy equipment in support of assigned Public Works operations. CDL preferred.

## 2. MAJOR DUTIES

- 2.1 Operates a variety of equipment to assist in the maintenance of town streets, buildings and infrastructure.
- 2.2 Transports equipment and materials to work sites.
- 2.3 Maintains and repairs a variety of equipment and vehicles.
- 2.4 Removes snow and ice from streets; spreads sand and salt.
- 2.5 Assists with road repair duties; patches potholes; maintains and repairs bridges; maintains drainages ditches and culverts.
- 2.6 Removes trees and brush from roadways and ditches.
- 2.7 Flags traffic and establishes safe work zones.
- 2.8 Performs related duties as directed.

## 3. KNOWLEDGE REQUIRED BY THE POSITION

- 3.1 Knowledge of the operation and maintenance of assigned motorized equipment.
- 3.2 Knowledge of construction equipment, materials and methods.
- 3.3 Knowledge of traffic hazards and traffic safety principles, practices and procedures.
- 3.4 Knowledge of proper lifting techniques and personal protective equipment.
- 3.5 Knowledge of departmental and town policies and procedures.
- 3.6 Skill in the operation of motorized equipment as applied to public construction projects.
- 3.7 Skill in comprehending and following safety rules and regulations.
- 3.8 Skill in understanding and following oral and/or written policies, procedures and instructions.
- 3.9 Skill in communicating effectively with others.

## 4. SUPERVISORY CONTROLS

- 4.1 This position reports to the Public Works Director or their designee (typically the Working Foreman). The Director (or their designee) spot-checks completed work for compliance with procedures, accuracy, and the nature and propriety of the final results.

## 5. GUIDELINES

- 5.1 Guidelines include department and town policies and procedures. These are generally clear and specific, but may require some interpretation in application.

## 6. COMPLEXITY/SCOPE OF WORK

- 6.1 The work consists of related equipment operation and public works maintenance duties. Inclement weather and heavy traffic contribute to the complexity of the position.
- 6.2 The purpose of this position is to operate heavy equipment in support of public works operations. Success in this position contributes to safe and well-maintained roadways and infrastructure.

## 7. CONTACTS

- 7.1 Contacts are typically with co-workers, vendors, contractors, and members of the general public.
- 7.2 Contacts are typically to provide services, to give or exchange information, or to resolve problems.

## 8. PHYSICAL DEMANDS/ WORK ENVIRONMENT

- 8.1 The work is typically performed while intermittently sitting, standing, walking, bending, crouching, or stooping. The employee occasionally lifts light and heavy objects, uses tools or equipment requiring a high degree of dexterity, distinguishes between shades of color, and utilizes the sense of smell.
- 8.2 The work is typically performed in the field, occasionally in cold or inclement weather. The employee is exposed to noise, dust, dirt, grease, and machinery with moving parts. The work requires the use of protective devices such as masks, goggles, gloves, etc.

## 9. SUPERVISORY AND MANAGEMENT RESPONSIBILITY

- 9.1 None.

## 10. MINIMUM QUALIFICATIONS

- 10.1 Knowledge and level of competency commonly associated with completion of specialized training in the field of work, in addition to basic skills typically associated with a high school education.
- 10.2 Sufficient experience to understand the basic principles relevant to the major duties of the position, usually associated with the completion of an apprenticeship/internship or having had a similar position for one to two years.
- 10.3 Possession of or ability to readily obtain a valid driver's license issued by the State of Vermont for the type of vehicle or equipment operated. CDL is preferred.



Approved: \_\_\_\_\_  
Town Manager

Effective Date: February 23, 2022